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Approved For Release 2003/03/10 : CIA-RDP80-00832A000200080009-8

SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

6 August 1958

25X1A

SUGGESTION NO. 58-305: dated 16 January 1958

[redacted], GS-7, Cryptographer  
Office of Communications, DD/S

A. Summary of Suggestion

Suggester proposed a revision of the procedure for repeating words for clarity and emphasis, and the discontinuance of phoneticizing the letters "Z" and "J" in the transmission of cryptographic documents.

B. Summary of Evaluations

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[redacted], Office of Chief, Signal Center, stated:

"The Signal Center believes that the adoption of OTT procedure for KL-7 operation is feasible but that discontinuance of phoneticizing the letters "Z" and "J" is not.

"The adoption of OTT procedure would afford the use of a reperf tape obtained from OTT decipherments for the encryption of relays with the HL-1 to those stations using KL-7, thereby saving the need for poking a new tape. Since it is anticipated that more field stations will be using the KL-7 in the immediate future, the opportunity for greater labor saving HL-1 relay encryption will increase at Hqs. However, for complete conformance, "X" should not be used for repetition or for the period at end of sentences. "Rpt" and "pd" is preferred.

"The present procedure of phoneticizing the letters "Z" and "J" since they are not printed by the LK-7, is considered adequate. The slight increase in cipher text by phoneticizing outweighs the slight saving of double letter encryption by far from a clarity standpoint. A two letter garble can easily be undecipherable while the same two letter garble in the phonetic of either letter can easily be assumed. Therefore, 'doubling up' may tend to be confusing in instances of slight garbles."

25X1A

On 13 June 1958, [redacted] Chief, Admin Staff, OC, stated:

"The suggester has recommended: (a) that we change our repeating procedure. This we will do and will change our documents accordingly at an appropriate time. (b) that we discontinue phoneticizing the letters Z and J. This we will not do.

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Sugg. No. 58-305 Contd.

"The tangible savings of a procedure change improving our repeating procedure is slight. However, the intangible savings for having one less procedure to follow is worthwhile and we believe the originator of the suggestion should be encouraged to submit such changes. I would suggest that the order of value of the award is \$15 to \$25 in comparison to other awards of your committee."

C. Line of Duty Status

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25X1

[redacted], Deputy Chief, Admin Staff, OC stated that [redacted] has the lowest grade in cryptography in OC, and he would not be responsible for dealing with procedures.

D. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

E. Decision of Chairman

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[redacted]  
[redacted] *25.00*  
Award - as recommended by  
Executive Secretary above.

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SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

5 September 1958

STATINTL SUGGESTION NO. 58-334: dated 31 January 1958  
[redacted], GS-13, IO  
OO, DD/I

A. Summary of Suggestion

Suggester proposes that a bulletin board be placed in the Matomic Building for use of OO employees.

B. Summary of Evaluation

STATINTL On 4 September 1958, [redacted] Chief, Admin Staff/OL stated:

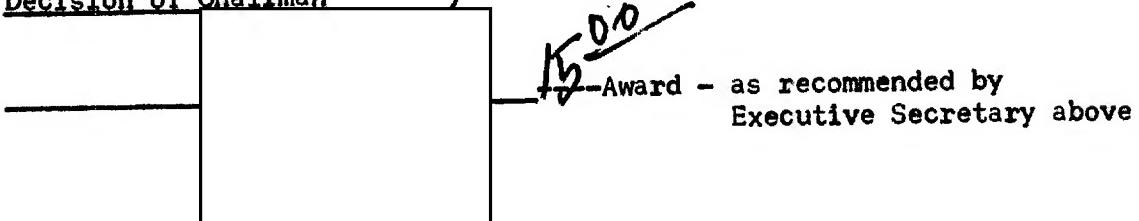
"Steps have been taken to provide two (2) bulletin boards at 1717 H Street, N.W. One each will be fastened to the wire mesh partition near the guard post on the 4th and 5th floors. This will provide coverage for all Agency personnel located in the building rather than limit it to OO employees."

C. Recommendation of the Executive Secretary

1. Not in line-of-duty (GS-13, IO)
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL



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